



1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

DEPARTMENT OF HIGHER EDUCATION POSITION ANNOUNCEMENT:

Finance Analyst

POSITION TITLE: Finance Analyst
DEPARTMENT: Higher Education
DIVISIONS: Finance
REPORTS TO POSITION TITLE: Lead Finance Analyst

POSTING DATE:

CLOSING DATE:

COMPENSATION: \$38,000 to \$44,000 annually

ANTICIPATED DATES: Open until filled

POSITION SUMMARY:

Reporting to a Lead Analyst, this position will serve as part of the department finance team. Collectively the department finance team is responsible for development of state budgets (both operational and capital construction) as well as financial aid administration and the administration of the College Opportunity Fund program and other finance related duties.

The primary responsibility of the Finance Analyst will be to provide technical and quantitative support the Lead Analysts in their execution of the operating, and capital construction budgets as well as administration of financial aid internal department budget and implementation of House Bill 14-1319. Specific assignments will vary. This position will provide assistance with daily tasks as assigned by the Lead Analysts and specifically will support the team in creating, manipulating analyzing and presenting finance and related data. Tasks may include, but are not limited to:

- Assembling and integrating information from finance and other databases;



- High level use of electronic spreadsheets, databases, charts, graphics and up-to-date software capabilities to assist in the understandable and effective presentation of financial and related data;
- Review and update institution budget data book submissions;
- Help assemble and update data necessary to support the “Cost Driver Analysis” project (a part of the HB 14-1319 implementation);
- Fiscal note organization and processing;
- Preparing and organizing survey responses;
- Assist in budget schedule preparation and electronic budget submission,
- Provide backup coverage of the Joint Budget Committee, the General Assembly and the Capital Development Committee.

The Finance Analyst will specialize in analyzing, integrating and preparing quantitative information for presentation under the guidance and leadership of the department finance team. The Finance Analyst will become familiar with higher education budget, financial aid, capital construction, fiscal notes, tuition and other data sources to become proficient in retrieving, and building electronic spreadsheets or other means to provide information and analysis findings in an understandable format. The position will have some contact and correspondence with campus administrators as well as executive and legislative staff.

Knowledge, Skills and Abilities

- Proficient in at Microsoft Office with advanced excel skills;
- Highly proficient in assembling available data into useable and understandable spreadsheets, charts and graphics;
- Solid analytical and technical skills with a keen attention to detail;
- Ability to interpret and present quantitative information accurately and reliably;
- Current in most recent methods to present quantitative information;
- Takes direction and works well in a team environment.

Essential Qualifications:

- Bachelor’s degree in finance, accounting, economics or related field;
- Basic knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Excellent analytical, technical and communication skills;
- Ability to work effectively with others as a team under the pressure of tight time frames and rigid deadlines.

Preferred Qualifications:

- Ability to build, work with and manage databases and apply statistical and other applications for data analysis,
- Ability to quickly comprehend and present quantitative data and/or data analysis rapidly and accurately both orally and in writing,
- Comfort working in a fast paced and public environment.

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Employment is contingent upon completion of a criminal background check.

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
clangan@college-assist.org

Application Deadline: This position is open until filled. Applications may be submitted in electronic format to: clangan@college-assist.org . They may also be mailed or delivered to the above address, or faxed (303) 269-1606.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.